

THE PROVINCIAL COURT OF MANITOBA
Judicial Justice of the Peace Appointment Process

PREAMBLE

Appointment of Judicial Justices of the Peace (JJPs) is set out under Part V of *The Provincial Court Act*. Below are the administrative steps required to support the legislated appointment process.

APPOINTMENT OF JUDICIAL JUSTICE OF THE PEACE TO THE PROVINCIAL COURT

1. Application Package

Persons interested in applying to be a Judicial Justice of the Peace (JJP) of *The Provincial Court of Manitoba* are to submit one original plus three copies (for a total of four copies) of the Application Package which will include:

- Judicial Justice of the Peace Application Form;
- Résumé;
- Covering letter; and
- Consent to the Disclosure and Verification for Screening Checks.

2. Submission of the Application Package

The Application Package can be submitted for consideration at any time or it can be submitted in response to a particular advertisement for a JJP position. It is to be submitted to the attention of:

The Administrator, Appointment Committee for Judicial Justices of the Peace
5th Floor- 408 York Avenue
Winnipeg, MB, R3C 0P9.

The entire Application Package must be submitted in hard copy as set out in #1 above and must also be scanned and sent by email to the Administrator, Appointment Committee for Judicial Justices of the Peace at the following email address:
jjpapplication@gov.mb.ca.

An Application Package will remain on file with the Appointment Committee for Judicial Justices of the Peace (“Committee”) for a period of two years from the date when the application is evaluated. However, the applicant may advise the Committee that he or she no longer wishes to be considered for a JJP appointment prior to the end of that two year period.

3. Interviewing and Assessment

The Committee will make any necessary inquiries of or related to an applicant including named references provided by the candidate, to evaluate the applicant and determine whether the applicant meets the qualifications to serve as a JJP.

If an applicant has been interviewed in the past 12 months, the Committee may decide not to interview them again.

In the event there are no JJP vacancies for a period of 12 months, the Committee will meet to review applications submitted since the last JJP vacancy.

When a specific JJP vacancy occurs, there may be an advertisement which will provide a deadline for the submission of applications. The Committee will also review any applications received between JJP vacancies if they have not yet been reviewed.

4. List of Qualified Candidates for Appointment

If the Committee determines an applicant has the professional and personal qualifications necessary to serve as a JJP, the applicant will be placed on the list of qualified candidates for a JJP appointment. The applicant will be notified of the date of his or her evaluation by the Committee but will not be advised as to whether they have been placed on the list of qualified candidates. The list of qualified candidates will be maintained in confidence in the Office of the Chief Judge.

5. Interviewing for More Than One Position

Occasionally, after a vacancy has been advertised and the selection process is in progress, subsequent vacancies occur. In these circumstances there may not be any subsequent advertisement. The Committee will evaluate the applicants who have responded to the original advertised position as well as those applications on file and not yet evaluated and decide which of those applicants will be selected for consideration and interview for all vacancies.

6. List of Recommended Candidates

Following the evaluation of the applicants and consideration of the list of qualified candidates, the Committee will provide the Minister with a list of at least three and no more than six persons from the list of qualified candidates, whom the Committee recommends for appointment. The list shall not be ranked.

QUALIFICATIONS

1. Personal Suitability, Applicable Experience and Knowledge

- Able to travel to remote communities throughout the province for court sittings and be capable of and willing to travel by automobile and small aircraft or any

other form of transportation necessary to exercise the duties and responsibilities of a Judicial Justice of the Peace in the province.

- Must possess strong analytical skills and the ability to make decisions promptly or within a reasonable period of time using sound judgment and in accordance with specific legislation, case law and the general legal principles that apply in each case.
- Not involved in serious, unresolved professional complaints, civil actions or outstanding financial claims such as unpaid taxes or insolvency proceedings.
- Applicants must have extensive knowledge of federal and provincial statutes, regulations and municipal by-laws relevant to matters that are within the jurisdiction of *The Provincial Court of Manitoba*.
- Knowledge and comprehension of the jurisdiction and work processes of *The Provincial Court of Manitoba*.
- A law degree or equivalent experience in the legal system is an asset.
- Applicants must have demonstrated knowledge and understanding of judicial independence and a demonstrated ability to effectively deal with people in a fair, courteous and diplomatic way. Applicants must possess effective communication and listening skills.
- Applicants must be available to work shift work, including evenings, nights and holidays.

2. Community Awareness and Understanding

- A commitment to public service;
- An understanding of the social problems impacting the justice system;
- Sensitivity to changes in social values relating to criminal and family matters.

3. Diversity

- The Committee will make efforts to ensure the pool of candidates reflects the diversity of Manitoba.
- Applicants will be invited to self-identify as a diversity applicant.

4. Language

- It is important for the Judicial Justices of the Peace to reflect the bilingual (French & English) nature of the Province.
- Applicants will be invited to self-identify as a bilingual applicant.

CONFIDENTIALITY

The Committee is committed to preserving the confidentiality of Committee information in accordance with the following principles:

1. Information about general Committee process is open to any person,
2. Information about particular applicants is confidential unless released by applicants themselves.

The Committee goes to great lengths to protect the privacy of the applicant. These measures include:

1. Keeping sensitive information securely stored in the Office of the Chief Judge;
2. Keeping applicants apart on interview days;
3. Destroying or shredding applications and notes as soon as possible after appointment of a candidate;
4. Advising references that all information received will be kept in confidence by the Committee;
5. Advising those persons that are approached for discreet inquiries that their names will not be associated with their confidential comments; and
6. Maintaining strict non-access to the applicants' files, including government personnel not associated with the Committee.